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DPD-5778-61

21 September 1961

MEMORANDUM FOR: Chief, Finance Branch, DPD-DD/P

SUBJECT : Relocation of Finance Branch - 23 September 1961

1. The following is provided for your information in regard to the move of Finance Branch to a new temporary location in Wing 2800, Quarters Eye:

Time : Move will commence at 0830, Saturday, 23 September 1961

25X1A Movers : GSA or GSA contract - Probably 2 vans. GSA Foreman will be [redacted]

Security:- TS safe will be secured with glass tape.
- One Finance man should ride on each truck load of classified material.
- All safes should be under observation at following points:
1. While en route to trucks
2. While moving from H Street to Quarters Eye
3. While being moved from unloading area Quarters Eye to 2800 Wing

25X1A - Physical Security Rep., Mr [redacted], will follow each truck in a radio equipped car.

Inventory: An inventory of classified containers should be available at the receiving end for check off.

25X1A 2. Mr. [redacted], of this Branch, will be on hand at 0830 on the moving date in the event any security problems or hazards arise.

25X1A

[redacted]
Chief, Security Branch
DPD-DD/P

25X1A Distribution:
Orig. & 1 - CH/DPD/FIN
1 - DPD/SO
1 - DPD/RI
[redacted]abh

27
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24/11/81